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October 4, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

23 October 4, 2016

A handwritten signature in cursive script, reading "Lori Glasgow".

LORI GLASGOW
EXECUTIVE OFFICER

**DEPARTMENT OF ANIMAL CARE AND CONTROL
CARSON ANIMAL SHELTER MEDICAL ROOM REFURBISHMENT
APPROVE PROJECT, SCOPE AND BUDGET
CAPITAL PROJECT NO. 87317
(SECOND DISTRICT - 3 VOTES)**

SUBJECT

Approval of the recommended actions will find that the Carson Animal Care Medical Room Refurbishment Project (Project) is categorically exempt from the California Environmental Quality Act; establish the Capital Project, approve the Project scope and budget; and authorize the Chief Deputy Director of Internal Services Department, or his designee, to deliver the Project using a Board-approved Job Order Contract(s).

IT IS RECOMMENDED THAT THE BOARD:

1. Find the Project categorically exempt from the California Environmental Quality Act for reasons stated herein and reasons reflected on record for the Project.
2. Establish the Carson Animal Care Center Medical Room Refurbishment Project, Capital Project No. 87317 and approve a total budget of \$ 270,000.
3. Authorize the Chief Deputy Director of the Internal Services Department (ISD), or his designee, to deliver the Project using a Board-approved Job Order Contract(s).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will establish the Carson Animal Care Center a Refurbishment Project; approve the Project scope and the total project cost estimate; find that the Project is categorically exempt from the California Environmental Quality Act (CEQA); and authorize the ISD Project to be delivered using a Board-approved Job Order Contract(s).

The Project is to refurbish the existing Medical Room space at the Carson Animal Care and Control Shelter, located at 216 W Victoria St, Gardena. The space will provide better accessibility of services and a more functional working space for staff to provide services to the community. Established standards for animal sheltering require a dedicated space, isolated from other shelter activities for dedicated procedures. This Project will ensure that both the medical technicians and the animals undergoing the procedures are in an appropriate environment.

Refurbishment of the existing space will include American with Disabilities Act path of travel improvements and doors, epoxy flooring, new gypsum board hard ceilings, painting, new cabinetry and accessories, lighting, receptacles, new power panel, partition walls to divide space and replacement of existing air conditioning and related fans.

ISD's Board-approved as-needed consultant, JC Chang & Associates, Inc., completed the construction documents for the Project February 2016. Jurisdictional approvals were subsequently obtained April 2016. The Project will be completed using a Board-approved Job Order Contract(s) with completion anticipated six months following approval of this Board letter.

Implementation of Strategic Plan Goals

The recommendations support the Board approved County Strategic Plan Goals of Operational Effectiveness/Fiscal Sustainability (Goal 1) by maximizing the effectiveness of process, structure, and operations to support timely delivery of customer-oriented and efficient public service.

FISCAL IMPACT/FINANCING

The total estimated Project cost is \$270,000, which includes architectural design, construction, equipment and a change order allowance.

Sufficient appropriation is available in the Fiscal Year 2016-17 Capital Project/Refurbishment Budget, under Capital Project No. 87317, to fully fund the Project. The Project is funded with prior year net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to the Board's Civic Art Policy, adopted on December 7, 2004, and last amended on August 11, 2015, the Project is exempt from the one percent (1%) allocation of the construction costs for the Civic Art Fund as eligible project costs do not exceed \$500,000.

ENVIRONMENTAL DOCUMENTATION

This proposed general improvement Project is categorically exempt from CEQA. This Project is within a class of projects that has been determined not to have a significant effect on the environment in that it meets criteria set forth in Sections 15301 (a) and (f) and 15302(c) of the State of CEQA Guidelines and Classes 1(d) and (i) and 2(c) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G.

The proposed Project consists of minor alterations and repairs to an existing public facility. The activities involve negligible or no expansion of an existing use. In addition, the Project is not in a sensitive area and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make use of the exemption inapplicable based on the project records.

Upon the Board's approval of the proposed Project, ISD will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the State CEQA.

CONTRACTING PROCESS

This Project will be delivered using an ISD (Board-approved) as-needed consultant for the design, and a Board-approved Job Order Contract(s) for the construction.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will have no impact on current County services or projects. It will allow the department to operate in compliance with established standards of animal sheltering.

CONCLUSION

Please return one adopted copy of this Board letter to ISD Facilities Operations Service, one adopted copy to the Chief Executive Office, Capital Programs Division and one adopted copy to the Department of Animal Care and Control Officer.

Respectfully submitted,



Dave Chittenden
Chief Deputy Director

DC:PE:JA:EU:jl

c: Executive Office, Board of Supervisors
Chief Executive Officer
Chief Operations Officer
County Counsel
Department of Animal Care and Control